

**NON-CONSTRUCTION\***  
**AFFIRMATIVE ACTION PLAN**  
**FOR**

\_\_\_\_\_  
(Company Name)

EEO Coordinator's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_ (\_\_\_\_) \_\_\_\_\_ Fax : \_\_ (\_\_\_\_) \_\_\_\_\_

E-mail : \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Last Update/Revision)

CONTRACT TITLE(s): \_\_\_\_\_

CONTRACT NO(s). \_\_\_\_\_ CONTRACT DOLLAR AMOUNT(s): \_\_\_\_\_

CONTRACT PERIOD(s): \_\_\_\_\_

In accordance with the Hennepin County Board of Commissioners' Resolution Nos. 87-6-394B, 91-9-685R2 and 00-8-590R2, all contractors who are identified as successful and will enter into non-exempt Non-Construction contracts exceeding \$100,000 are required to maintain current Affirmative Action Plans. Therefore, if said contractor:

1. has a current Non-Construction Affirmative Action (AA) Plan approved by another governmental jurisdiction, the contractor may submit a copy of the other jurisdiction's Letter/Certificate of Approval/Compliance;
2. already has a current Hennepin County Non-Construction AA Plan and is in compliance with Hennepin County's AA Requirements, the contractor should include a cover letter with the new bid/proposal documents, stating this fact,;
3. does not meet either condition numbered 1 or 2 above, then contractor must submit an Initial Workforce Analysis (Form CC399) to its Hennepin County Contract Representative/ Manager or Buyer. The Purchasing/Contract Services Division (P/CS) must acknowledge receipt of same prior to final County contract award. P/CS will review the Initial Workforce Analysis to determine if there is under-representation of women and/or racial minorities, based on local Metropolitan Statistical Area (MSA) labor force availability data. If under-representation is identified, contractor will be required to identify and include action steps to correct the deficiencies in their AA Plan

Contractors without AA Plans are encouraged to complete the attached Non-Construction AA Plan. For your convenience it is formatted to fill in the blanks. Questions regarding the preparation of a Non- Construction AA Plan and related requirements should be directed to P/CS at 612-348-4096.

\*This Hennepin County sample AA Plan is designed for use by Non-Construction Commodities & Services, Human Services, and Personal & Professional Services Contractors.

**AFFIRMATIVE ACTION PLAN**

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(Company Name)

**I. AFFIRMATIVE ACTION PLAN**

Our Company understands that this AA Plan must be developed and on file on our premises prior to contract award. In addition, our Company understands this plan must be kept current and made available, upon request, to Hennepin County.

**II. EEO/AA POLICY STATEMENT**

This statement reaffirms our Company's policy to provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/ Affirmative Action (EEO/AA) laws, directives and regulations of the State of Minnesota and federal and local governing bodies or agencies thereof, specifically Hennepin County's EEO/AA Policies. Our Company will:

1. Not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or public assistance status.
2. Take affirmative action to ensure that employment practices are free of discrimination including, but not limited to, hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation and selection for training including apprenticeship.
3. Prohibit the harassment of any employee or job applicant because of sex, national origin or race (See Section III).
4. Commit the necessary time and resources, both financial and human, in making bona fide efforts to achieve the goals of equal employment opportunity (EEO) and affirmative action (AA).
5. Evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these AA objectives as well as other established criteria.

Our Company has appointed an EEO Coordinator to manage the EEO Program. The Coordinator's responsibilities include monitoring all EEO activities and reporting on the effectiveness of the AA Program, as required by State, federal and local agencies, specifically Hennepin County. If any employees or job applicants believe they have been discriminated against, they may contact the EEO Coordinator.

Employees who do not comply with the EEO policies and procedures set forth in this Statement and AA Plan will be subject to disciplinary action.

### **III. HARASSMENT POLICY STATEMENT**

The policy of our Company is to ensure and maintain a working environment free of harassment, including sexual and racial harassment, at all locations, and in all facilities at which employees are assigned to work. Unwelcome verbal or physical conduct, including written and electronic communication, directed toward an individual(s) because of race, color, creed, religion, national origin, sex, age, disability, marital status, sexual orientation, or public assistance status will not be tolerated. Management will ensure that all managers, supervisors and other personnel carry out this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome behavior of a sexual nature. Harassment, including sexual harassment, is unlawful when:

- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment;
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or receipt of services; or,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

Any employee found to be in violation of this policy will be treated in the same manner as breaching any other Company policy, and that employee may be subject to disciplinary action, which may lead to suspension or termination of duties/employment.

### **IV. RESPONSIBILITIES OF THE EEO COORDINATOR**

Our Company's EEO Coordinator is \_\_\_\_\_.  
Employees may contact the EEO Coordinator at \_\_\_\_\_.  
The duties of the EEO Coordinator are to:

1. Ensure that managers and supervisors understand it is their responsibility to take action to prevent the harassment of protected class employees and applicants.
2. Ensure all minorities, women and employees with disabilities are provided equal opportunity as it relates to Company-sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions without regard to race, color, creed, etc.
3. Receive, investigate and attempt to resolve all EEO complaints.
4. Coordinate the implementation of necessary remedial actions to meet compliance requirements and goals.
5. Develop and update written AA Plans that are consistent with our Company's and County's Policy.
6. Implement AA Plans, including internal and external dissemination of our Company's Policy and Plan.
7. Coordinate recruitment efforts to employ women, minorities and persons with disabilities.

8. Serve as a liaison between our Company and Hennepin County.
9. Serve as a liaison between protected class groups and our Company'.
10. Conduct and/or coordinate EEO training and orientation of Company's supervisors and managers to inform them of their responsibilities pursuant to the AA Plan.
11. Monitor and measure our Company's progress toward affirmative action goals and report results to management.
12. Maintain EEO reports and records and make them available to appropriate enforcement agencies.
13. Hold regular discussions with supervisors and employees to ensure compliance in such areas as:
  - a. Employment of women and minority employees.
  - b. Display of EEO posters on site.
  - c. Maintenance of a work environment free of harassment and intimidation based on race, color, creed, etc.

**V. EMPLOYMENT GOALS FOR MINORITIES AND WOMEN**

Our Company concurs with Hennepin County's workforce employment goals for minorities and women, which are based on local Metropolitan Statistical Area (MSA) labor force availability data, as determined by Hennepin County.

**VI. INITIAL WORKFORCE ANALYSIS (Form CC399) and ANNUAL WORKFORCE REPORT (Form CC400)**

Please complete the six-page Initial Workforce Analysis, Form CC399, which starts on the following page, and submit it to your Hennepin County Contract Representative/Manager or Buyer. Following their analysis of your CC399, P/CS will send you a letter, detailing what your next step(s) should be, given the results of the analysis. P/CS also will include a copy of the Annual Workforce Report (Form CC400), which must be submitted to P/CS on an annual basis. (See Section IX, pp. 15 and 16 of this Plan, for details.)

Instructions for completing Form CC399 and the definitions for the EEO Job Categories, minorities and women can be found on the last page of Form CC399. (See pages 5 and 6 of Form CC399, or pages 10 -11 of this Plan.)



**INITIAL WORKFORCE ANALYSIS (FORM CC399)**  
 (Permanent Full Time/Benefit Earning Employees)  
 AS OF \_\_\_\_\_

**INSTRUCTIONS - See also Page 5.**

- Column 1: Enter Job Titles for each EEO Job Category in your Workforce.\*
- Column 2: Enter Total number of Employees in each Job Title.
- Columns 3-7: Enter Total number of Male & Female Employees in each Racial/Ethnic Category.
- Columns 8-9: Enter the Minority & Female Totals & Percentages for each Job Title, EEO Category, & Workforce Total.
- Column 10: Enter Total number of Current Job/Position Vacancies for each Job Title, EEO Category, & Workforce Total.

FED TAX ID #: \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TEL #: \_\_\_\_\_  
 FAX #: \_\_\_\_\_  
 Email: \_\_\_\_\_

(1) EEO JOB CATEGORIES	(2) TOTAL EMPLOYEES	(3) BLACK, NOT OF HISPANIC ORIGIN		(4) HISPANIC		(5) ASIAN/ PACIFIC ISLANDERS		(6) AMERICAN INDIAN OR ALASKAN NATIVE		(7) WHITE		(8) MINORITIES		(9) FEMALES		(10) CURRENT VACANCIES
		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	
<b>OFFICIALS &amp; MANAGERS (01)</b>																
<b>(01) CATEGORY TOTAL</b>																
<b>PROFESSIONALS (02)</b>																
<b>(02) CATEGORY TOTAL</b>																

**INITIAL WORKFORCE ANALYSIS (FORM CC399)**

(Permanent Full Time/Benefit Earning Employees)  
AS OF \_\_\_\_\_

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- Columns 3-7: Enter Total number of Male & Female Employees in each Racial/Ethnic Category.
- Columns 8-9: Enter the Minority & Female Totals & Percentages for each Job Title, EEO Category, & Workforce Total.
- Column 10: Enter Total number of Current Hiring Opportunities for each Job Title, EEO Category, & Workforce Total during Reporting Period.

(1) EEO JOB CATEGORIES	(2) TOTAL EMPLOYEES	(3) BLACK, NOT OF HISPANIC ORIGIN		(4) HISPANIC		(5) ASIAN/ PACIFIC ISLANDERS		(6) AMERICAN INDIAN OR ALASKAN NATIVE		(7) WHITE		(8) MINORITIES		(9) FEMALES		(10) CURRENT VACANCIES
		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	TOTAL
<b>TECHNICIANS (03)</b>		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	TOTAL
<b>(03) CATEGORY TOTAL</b>																
<b>SALES WORKERS (04)</b>		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	TOTAL
<b>(04) CATEGORY TOTAL</b>																
<b>OFFICE/CLERICAL (05)</b>		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	TOTAL
<b>(05) CATEGORY TOTAL</b>																

\*EEO Job Titles & Job Categories described on Page 6 of Form CC399.

**INITIAL WORKFORCE ANALYSIS (FORM CC399)**

(Permanent Full Time/Benefit Earning Employees)  
AS OF \_\_\_\_\_

**INSTRUCTIONS - See also Page 5.**

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- Column 10: Enter Total number of Current Hiring Opportunities for each Job Title, EEO Category, & Workforce Total during Reporting Period.

(1) EEO JOB CATEGORIES	(2) TOTAL EMPLOYEES	(3) BLACK, NOT OF HISPANIC ORIGIN		(4) HISPANIC		(5) ASIAN/ PACIFIC ISLANDERS		(6) AMERICAN INDIAN OR ALASKAN NATIVE		(7) WHITE		(8) MINORITIES		(9) FEMALES		(10) CURRENT VACANCIES
		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	
<b>CRAFTS (Skilled) (06)</b>		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	TOTAL
<b>(06) CATEGORY TOTAL</b>																
<b>OPERATIVES (Semi-Skilled) (07)</b>		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	TOTAL
<b>(07) CATEGORY TOTAL</b>																

\*EEO Job Titles & Job Categories described on Page 6 of Form CC399.

**INITIAL WORKFORCE ANALYSIS (FORM CC399)**

(Permanent Full Time/Benefit Earning Employees)

AS OF \_\_\_\_\_

**INSTRUCTIONS - See also Page 5.**

- Column 1: Enter Job Titles for each EEO Job Category in your Workforce.\*
- Column 2: Enter Total number of Employees in each Job Title.
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- Columns 8-9: Enter the Minority & Female Totals & Percentages for each Job Title, EEO Category, & Workforce Total.
- Column 10: Enter Total number of Current Hiring Opportunities for each Job Title, EEO Category, & Workforce Total during Reporting Period.

(1) EEO JOB CATEGORIES	(2) TOTAL EMPLOYEES	(3) BLACK, NOT OF HISPANIC ORIGIN		(4) HISPANIC		(5) ASIAN/ PACIFIC ISLANDER		(6) AMERICAN INDIAN OR ALASKAN NATIVE		(7) WHITE		(8) MINORITIES		(9) FEMALES		(10) CURRENT VACANCIES	
		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	TOTAL	
<b>LABORERS (Unskilled) (08)</b>																	
<b>(08) CATEGORY TOTAL</b>																	
<b>SERVICE WORKERS (09)</b>																	
<b>(07) CATEGORY TOTAL</b>																	
<b><u>WORKFORCE TOTALS</u></b>																	

\*EEO Job Titles & Job Categories described on Page 6 of Form CC399.

SIGNATURE OF COMPANY EEO OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

TYPE / PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTE: FORM WILL BE RETURNED IF NOT FULLY COMPLETED.**

## INSTRUCTIONS FOR PREPARING THE INITIAL WORKFORCE ANALYSIS (FORM CC399)

**Form CC399 must be completed, detached from the AA Plan, and submitted to your Contract Representative/Manager or Buyer prior to contract execution.** (Please make a copy for your files prior to submission.) Please note that an incorrect or incomplete INITIAL WORKFORCE ANALYSIS submitted to P/CS will be returned to the contractor for revision or completion, and the deficiencies will be noted in the contractor's file.

The following instructions will assist you in completing the INITIAL WORKFORCE ANALYSIS, FORM CC399.

10. **COLUMN 1** - Lists the nine EEO Job Categories. **Report employees by Job Titles** under the appropriate EEO Job Category. To find the appropriate EEO Job Category for each Job Title in your company, please review Page 6 of Form CC399. If you have more than one employee for a single Job Title, **list the Job Title ONLY ONCE** (for e.g., Sales Representative or Secretary), then indicate the number of employees for that Job Title. You may include several employees under one Job Title when they hold the same Job Level and pay scale (for e.g., Human Resources Manager, Sales Manager, Marketing Manager and Service Manager can all be listed under the job title "Managers" if they have equal or comparable levels of responsibilities and pay).
10. **COLUMN 2** - Enter the **Total Number of Benefit Earning Employees being reported** for each Job Title, and the total number of employees for each EEO Job Category. See (4) below for definition of Full Time / Benefit Earning employees.
3. **COLUMNS 3 through 7** - Enter your workforce for each Job Title and EEO Category Total. Also enter the workforce Totals on Page 4 of Form CC399.
4. **COLUMNS 8 & 9** - For each Job Title being reported in Columns 8 & 9, enter your total number of minorities and females, and the percentages that these totals constitute of the total for that Job Title.  
**NOTE:** You should also indicate the total number of minorities and females and percentages for these groups in Columns 8 and 9 of the **Category Total** lines for each EEO Job Category and the Workforce Total.
5. **COLUMN 10** - For each Job Title, EEO Category & Workforce Total enter the Total Number of **Current Vacancies** (all open allocations, including newly-created positions).

**PERCENTAGES:** To calculate the minority or female percentages, divide the total number of minorities or females by the total number for the given Job Title and multiply the resulting number by 100. Use the same formula for calculating the percentages of your minority and female employees in the Category Total and the Workforce Total lines.

Percentage = Total number of minority or female divided by Total number for the Job Title, Category Total or Workforce Total. Next, multiply the result by 100 to arrive at the percentile. Add a percent (%) sign.

10. **CATEGORY TOTALS** - Enter the column totals for columns 2 - 9 in the **CATEGORY TOTAL lines** under each EEO Job Category.
10. **WORKFORCE TOTAL** - Enter the **WORKFORCE TOTALS** (grand totals) for each CATEGORY TOTAL on page 4 of Form CC399. In other words, add all of the Category Totals together to arrive at the Workforce Totals.
10. **UTILIZATION** - The utilization of minorities and women is entered on the WORKFORCE TOTAL line on page 4 of Form CC399. The **UTILIZATION of minorities and women** figure is your overall percentages of minorities and females entered in COLUMNS 8 & 9 of the Workforce Total line.
10. **COMPANY SIGNATURE** – The Company Official responsible for implementing the EEO Plan requirements must sign Form CC399. This Official's name and job title should be typed or printed as indicated on Page 4 of Form CC399. The DATE the Official signed the INITIAL WORKFORCE ANALYSIS Form should also be indicated.

## EEO JOB CATEGORIES

**OFFICIALS & MANAGERS:** OCCUPATIONS REQUIRING ADMINISTRATIVE AND MANAGERIAL PERSONNEL WHO SET BROAD POLICIES, EXERCISE OVERALL RESPONSIBILITY FOR EXECUTION OF THESE POLICIES, AND DIRECT INDIVIDUAL DEPARTMENTS OR SPECIAL PHASES OF A FIRM'S OPERATIONS. INCLUDES: OFFICIALS, MIDDLE MANAGEMENT, PLANT MANAGERS, DEPARTMENT MANAGERS & SUPERINTENDENTS, SALARIED SUPERVISORS WHO ARE MEMBERS OF MANAGEMENT, PURCHASING AGENTS & BUYERS, RAILROAD CONDUCTORS & YARD MASTERS, SHIP CAPTAINS, MATES & OTHER OFFICERS, FARM OPERATORS & MANAGERS, AND KINDRED WORKERS.

**PROFESSIONALS:** OCCUPATIONS REQUIRING EITHER COLLEGE GRADUATION OR EXPERIENCE OF SUCH KIND AND AMOUNT AS TO PROVIDE A COMPARABLE BACKGROUND. INCLUDES: ACCOUNTANTS & AUDITORS, AIRPLANE PILOTS, NAVIGATORS, ARCHITECTS, ARTISTS, CHEMISTS, DESIGNERS, DIETITIANS, EDITORS, ENGINEERS, LAWYERS, LIBRARIANS, MATHEMATICIANS, NATURAL SCIENTISTS, REGISTERED PROFESSIONAL NURSES, PERSONNEL AND LABOR RELATIONS SPECIALISTS, PHYSICAL SCIENTISTS, PHYSICIANS, SOCIAL SCIENTISTS, TEACHERS, AND KINDRED WORKERS.

**TECHNICIANS:** OCCUPATIONS REQUIRING A COMBINATION OF BASIC SCIENTIFIC KNOWLEDGE AND MANUAL SKILL WHICH CAN BE OBTAINED THROUGH 2 YEARS OF POST-HIGH SCHOOL EDUCATION, SUCH AS IS OFFERED IN MANY TECHNICAL INSTITUTES OR JUNIOR COLLEGES, OR THROUGH EQUIVALENT ON-THE-JOB TRAINING. INCLUDES: COMPUTER PROGRAMMERS, DRAFTERS, ENGINEERING AIDES, JUNIOR ENGINEERS, MATHEMATICAL AIDES, LICENSED, PRACTICAL OR VOCATIONAL NURSES, PHOTOGRAPHERS, RADIO OPERATORS, SCIENTIFIC ASSISTANTS, SURVEYORS, TECHNICAL ILLUSTRATORS, TECHNICIANS (MEDICAL, DENTAL, ELECTRONIC, PHYSICAL SCIENCE), AND KINDRED WORKERS.

**SALES:** OCCUPATIONS ENGAGING WHOLLY OR PRIMARILY IN DIRECT SELLING. INCLUDES: ADVERTISING AGENTS & SALES WORKERS, INSURANCE AGENTS & BROKERS, REAL ESTATE AGENTS & BROKERS, STOCK AND BOND SALES WORKERS, DEMONSTRATORS, SALES WORKERS & SALES CLERKS, GROCERY CLERKS, CASHIERS/CHECKERS, AND KINDRED WORKERS.

**OFFICE / CLERICAL:** INCLUDES ALL CLERICAL-TYPE WORK REGARDLESS OF LEVEL OF DIFFICULTY, WHERE THE ACTIVITIES ARE PREDOMINANTLY NON-MANUAL THOUGH SOME MANUAL WORK NOT DIRECTLY INVOLVED WITH ALTERING OR TRANSPORTING THE PRODUCTS IS INCLUDED. INCLUDES: BOOKKEEPERS, COLLECTORS (BILLS & ACCOUNTS), MESSENGERS, & OFFICE HELPERS, OFFICE MACHINE OPERATORS (INCLUDING COMPUTER), SHIPPING & RECEIVING CLERKS, STENOGRAPHERS, TYPISTS & SECRETARIES, TELEGRAPH & TELEPHONE OPERATORS, LEGAL ASSISTANTS, AND KINDRED WORKERS.

**CRAFT WORKERS (SKILLED):** MANUAL WORKERS OF RELATIVELY HIGH SKILL LEVEL HAVING A THOROUGH AND COMPREHENSIVE KNOWLEDGE OF THE PROCESSES INVOLVED IN THEIR WORK. EXERCISE CONSIDERABLE INDEPENDENT JUDGMENT AND USUALLY RECEIVE AN EXTENSIVE PERIOD OF TRAINING. INCLUDES: APPRENTICES, THE BUILDING TRADES, HOURLY PAID SUPERVISORS AND LEAD OPERATORS WHO ARE NOT MEMBERS OF MANAGEMENT, MECHANICS & REPAIRERS, SKILLED MACHINING OCCUPATIONS, COMPOSITORS & TYPESETTERS, ELECTRICIANS, ENGRAVERS, PAINTERS (CONSTRUCTION & MAINTENANCE), MOTION PICTURE PROJECTIONISTS, PATTERN & MODEL MAKERS, STATIONARY ENGINEERS, TAILORS, ARTS OCCUPATIONS, HAND PAINTERS, COATERS, BAKERS, DECORATING OCCUPATIONS, AND KINDRED WORKERS.

**OPERATIVES:** WORKERS WHO OPERATE MACHINES OR PROCESSING EQUIPMENT OR PERFORM OTHER FACTORY-TYPE DUTIES OF INTERMEDIATE SKILL LEVEL WHICH CAN BE MASTERED IN A FEW WEEKS AND REQUIRE ONLY LIMITED TRAINING. INCLUDES: APPRENTICES (AUTO MECHANICS, PLUMBERS, BRICKLAYERS, CARPENTERS, ELECTRICIANS, MACHINISTS, MECHANICS, BUILDING TRADES, METALWORKING TRADES, PRINTING OPERATIVES, MILLINERS, MINE OPERATIVES & LABORERS, MOTOR OPERATORS, OILERS & GREASERS (EXCEPT AUTO), PAINTERS (MANUFACTURED ARTICLES), PHOTOGRAPHIC PROCESS WORKERS, STATIONARY FIRE FIGHTERS, TRUCK & TRACTOR DRIVERS, KNITTING, LOOPING, TAPING AND WEAVING MACHINE OPERATORS, WELDERS & FLAME-CUTTERS, ELECTRICAL & ELECTRONIC EQUIPMENT ASSEMBLERS, BUTCHERS & MEAT CUTTERS, INSPECTORS, TESTERS & GRADERS, HAND PACKERS & PACKAGERS, AND KINDRED WORKERS.

**LABORERS:** WORKERS IN MANUAL OCCUPATIONS WHICH GENERALLY REQUIRE NO SPECIAL TRAINING TO PERFORM ELEMENTARY DUTIES THAT MAY BE LEARNED IN A FEW DAYS AND REQUIRE THE APPLICATION OF LITTLE OR NO INDEPENDENT JUDGMENT. INCLUDES: GARAGE LABORERS, CAR WASHERS & GREASERS, GROUNDS-KEEPERS & GARDENERS, FARM-WORKERS, STEVEDORES, WOOD CHOPPERS, LABORERS PERFORMING LIFTING, DIGGING, MIXING, LOADING & PULLING OPERATIONS, AND KINDRED WORKERS.

**SERVICE WORKERS:** WORKERS IN BOTH PROTECTIVE & NON-PROTECTIVE SERVICE OCCUPATIONS. INCLUDES: ATTENDANTS (HOSPITAL & OTHER INSTITUTIONS, PROFESSIONAL & PERSONAL SERVICE (INCLUDING NURSES AIDES & ORDERLIES), BARBERS, CHARWORKERS & CLEANERS, COOKS, COUNTER & FOUNTAIN WORKERS, ELEVATOR OPERATORS, FIRE FIGHTERS & FIRE PROTECTION, GUARDS, DOOR-KEEPERS, STEWARDS, JANITORS, POLICE OFFICERS & DETECTIVES, PORTERS, WAITERS & WAITRESSES, AMUSEMENT & RECREATION FACILITIES ATTENDANTS, GUIDES, USHERS, PUBLIC TRANSPORTATION ATTENDANTS, & KINDRED WORKERS.

## WOMEN / MINORITY / NON-MINORITY GROUP DEFINITIONS

**BLACK (NOT OF HISPANIC ORIGIN)** - ALL PERSONS HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA.

**HISPANIC** - ALL PERSONS OF MEXICAN, PUERTO RICAN, CUBAN, CENTRAL OR SOUTH AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE.

**ASIAN OR PACIFIC ISLANDERS** - ALL PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, THE INDIAN SUB-CONTINENT, OR THE PACIFIC ISLANDS. THIS AREA INCLUDES, FOR EXAMPLE, CHINA, JAPAN, KOREA, THE PHILIPPINE ISLANDS, AND SAMOA.

**AMERICAN INDIAN OR ALASKAN NATIVE** - ALL PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AMERICA, AND WHO MAINTAIN TRIBAL IDENTIFICATION THROUGH TRIBAL AFFILIATION OR RECOGNITION.

**WHITE (NOT OF HISPANIC ORIGIN)** - ALL PERSONS WITH ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, NORTH AFRICA, OR THE MIDDLE EAST WHO ARE NOT OF HISPANIC ORIGIN.

**WOMEN** - ALL FEMALES, REGARDLESS OF MINORITY OR NON-MINORITY GROUP STATUS.

**VI(A). PLANS TO MAINTAIN A DIVERSE WORKFORCE**

If P/CS finds the utilization of minorities and/or women to be at or above goal, you are required to complete this information. (Note: You will receive these findings after P/CS analyzes your CC339.)

CONGRATULATIONS! You have met or surpassed employment goal(s). Explain in detail the specific action steps (good-faith efforts) you have taken to achieve and will take to maintain a diverse workforce and ensure non-discrimination. (Use the space below or attach an explanation in narrative form.)

**VI(B). PLANS TO INCREASE MINORITY PARTICIPATION**

If P/CS finds minorities are underutilized, you are required to complete and submit this information--reserving a copy of same in your AA Plan file. (Note: You will receive these findings after P/CS analyzes your CC339). Submit to:

Hennepin County  
Purchasing/Contract Service Division  
A-1730 Government Center  
300 South 6<sup>th</sup> Street  
Minneapolis, MN 55487-0175

Explain in detail the specific action steps (good-faith efforts) you will take to increase the participation of minorities in your workforce and ensure non-discrimination. (Use the space below or attach an explanation in narrative form.)

**VI(C). PLANS TO INCREASE PARTICIPATION OF WOMEN**

If P/CS finds women are underutilized, you are required to complete and submit this information--reserving a copy of same for your AA Plan file. (Note: You will receive these findings after P/CS analyzes your CC339). Submit to:

Hennepin County  
Purchasing and Contract Services Division  
A-1730 Government Center  
300 South 6<sup>th</sup> Street,  
Minneapolis, MN 55487-0175

Explain in detail the specific action steps (good-faith efforts) you will take to increase the participation of women in your workforce and ensure non-discrimination. (Use the space below or attach an explanation in narrative form.)

## **VII. RECRUITMENT OF EMPLOYEES**

- A. Companies - Our Company will utilize agencies and organizations that refer women, minorities and persons with disabilities. (See Appendix A.)
- B. Advertisements - When our Company recruits employees, we will use media that serve and/or target minorities, women, and persons with disabilities to advertise the openings. (See Appendix A.) Our Company will allow reasonable time after the publication of the advertisement to provide opportunities for minorities, women and persons with disabilities to apply for the positions.

## **VIII. DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN**

The EEO/AA Policy will be disseminated as outlined below:

### **A. Internal Dissemination**

1. During the contract period, the EEO/AA Policy Statement will be permanently and conspicuously displayed in areas such as employee bulletin boards and lunch areas, and it will be printed in our newsletters and other publications.
2. All employees will be furnished a copy of the EEO/AA Policy Statement and will be notified of the location and availability of the AA Plan. This EEO/AA Policy will be made available to all employees, including part-time, temporary or seasonal employees.
3. Our Company will conduct orientation/training sessions to thoroughly inform staff and management of our EEO/AA commitments.

### **B. External Dissemination**

1. Our Company will notify employment recruitment sources, unions and minority- and female-oriented media resources (See Appendices A & B) of our EEO/AA Policy and encourage them to refer women and minorities to assist us in achieving our affirmative action objectives.
2. Our Company will include the statement "Equal Opportunity Employer" or "Affirmative Action Employer" on our stationery, letterhead, and in advertisements recruiting employees, where reasonably possible.

## **IX. REPORTING SYSTEM AND INTERNAL AUDIT**

Our Company will furnish all documents, information and reports required by Hennepin County Purchasing/Contract Services (P/CS) for the purposes of assessing our compliance with our contractual agreements and AA Plan. We are responsible for the accuracy and timeliness of data submitted to Hennepin County.

Our Company will submit the following reports to Hennepin County P/CS:

Our **Annual Workforce Report, Form CC400**, will be submitted to P/CS by January 10th of each year to report workforce data for the prior calendar year ending December 31st.

Our Company will evaluate our utilization of minority and women employees on an annual basis. If our Company's use of such employees falls below the goals established in our AA Plan, we will submit, with the Annual Workforce Report, **a written Narrative Report** that includes the following information:

1. An explanation of the reasons why the utilization has fallen below the goals; and,
2. Affirmative actions our Company took to achieve our goals.

In addition, our Company will provide assistance to P/CS during on-site visits and desk audits.

All our Company's employees shall be told of their rights, and a notice of their rights shall be posted. The employees shall be told of their right to file a complaint with an enforcement agency and where to do so. All unions representing our employees shall be notified of our policy.

As President of our Company, I shall monitor our Affirmative Action Program to ensure compliance with all policies.

The Company hereby agrees to carry out this Affirmative Action Plan and all Hennepin County Equal Employment Opportunity/Affirmative Action Policies.

\_\_\_\_\_  
COMPANY    Date

\_\_\_\_\_

By \_\_\_\_\_  
                    President's Signature  
(or Company Official Authorized to sign AA Plan)

\_\_\_\_\_ Title

\_\_\_\_\_  
(Type or print name)

**EMPLOYMENT RECRUITMENT SOURCES****Community Agencies**  
**(General Employment)**

American Indian O.I.C.  
Don Clark  
1845 East Franklin  
Mpls., MN 55404 (612-341-3358)  
Fax (341-3766)

Anishinabe Council of Job Developers  
Wilma Mason  
3702 East Lake Street  
Mpls., MN 55406 (612-722-1866)  
Fax (722-2792)  
(See also Construction Sources listing)

Catholic Charities  
Job Service Department  
1200 - 2<sup>nd</sup> Avenue  
Mpls., MN 55403 (612-664-8500)  
Fax (664-8555)

Catholic Charities – Exodus  
Division – Job Services  
1624 Chicago Avenue So.  
Mpls., MN 55404 (612- 278-1120)  
Fax (375-9105)

Catholic Charities – Seton Services  
Polly Shaw-Cassidy  
2104 Steven Avenue So.  
Mpls., MN 55404 (612-872-8777)  
Fax (872-9696)

Centre for Asians & Pacific Islanders  
Daniel Krotz  
3702 East Lake Street  
Mpls., MN 55406 (612-721-0122)  
Fax (721-7054)

Centro Cultural Chicano, Inc.  
Warren Herrera  
1915 Chicago Avenue So.  
Mpls., MN 55404 (612-874-1412)  
Fax (874-8149)

Chicanos Latinos Employment Opportunities  
Lu Lopez  
1575 Ames Avenue  
St. Paul, MN 55106 (651-774-2045)  
Fax (651-774-7401)

**Community Agencies**  
**(General Employment)**

Chicanos Latinos Unidos En Servicio (CLUES)  
Jerry Uribe (Minneapolis & St. Paul offices)  
\* 2110 Nicollet Avenue So.  
Mpls., MN 55404 (612-871-0200)  
Fax (871-1058)  
\* 220 So. Robert Street, Suite 103  
St. Paul, MN 55107 (651-292-0117)  
Fax (651-292-0347)

Eastside Neighborhood Services  
Angie Vocalino  
1929 – 2<sup>nd</sup> Street NE  
Mpls., MN 55418 (612-781-6011)  
Fax (781-9257)

HIRED  
Lori Barnes (contact)/Joblink (notices)  
1200 Plymouth Avenue No.  
Mpls., MN 55411 (612-529-4373)  
Fax (529-7131)

Loring Nicollet Bethlehem Center  
Dixie Lehmann  
1925 Nicollet Avenue So.  
Mpls., MN 55403 (612-871-2031)  
Fax (872-3601)

Minneapolis American Indian Center  
Frances Fairbanks  
1530 East Franklin  
Mpls., MN 55404 (612-871-4555)  
Fax (879-1795)

Minneapolis Rehabilitation Center  
Al Hawkins, Employment Dept.  
1900 Chicago Avenue So.  
Mpls., MN 55404 (612-752-8138)  
Fax (752-8001)

Minneapolis Urban League  
Lee Tillman  
(For General Employment Referrals)  
2000 Plymouth Avenue No.  
Mpls., MN 55411 (612-302-3113)  
Fax (521-8513)

(See also Construction Sources listing)

**EMPLOYMENT RECRUITMENT SOURCES  
APPENDIX A - (Page 2)**

**Community Agencies: - continued  
(General Employment)**

Pillsbury United Neighborhood Services  
Rick Nevilles  
2507 Fremont Avenue No.  
Mpls., MN 55411 (612-529-9267)  
Fax (529-4743)

Summit Academy O.I.C.  
Annette Rodriguez  
935 Olson Memorial Highway  
Mpls., MN 55405 (612-377-0150)  
Fax (377-0156)

Upper Midwest American Indian Center  
Joyce Yellowhammer  
1035 West Broadway  
Mpls., MN 55411 (612-522-4436)  
Fax (522-8855)

Wings  
Julie Benthin  
3200 Penn Avenue No.  
Mpls., MN 55412 (612-521-8750)  
Fax (521-3818)

WomenVenture  
Beverly Gonzalez  
2324 University Avenue  
St. Paul, MN 55114 (651-646-3808,  
ext. 148)  
Fax (641-7223)

(See also Construction Sources listing)

**Construction/Trades Sources  
(For Construction/Trades Positions)**

Anishinabe Council of Job Developers  
Wilma Mason  
3702 East Lake Street  
Mpls., MN 55406 (612-722-1866)  
Fax (722-2792)

Minneapolis Urban League – LEAP  
Jan Williams (Construction/Trades)  
2000 Plymouth Avenue No.  
Mpls., MN 55411 (612-302-3116)  
Fax (521-8513)

**Construction/Trades Sources  
(For Construction/Trades Positions)**

National Association of Minority Contractors  
(NAMC)  
P.O. Box 50118  
Mpls., MN 55406-0118 (612-374-5129)  
Fax (377-8381)

Women in the Trades  
Pat Wagner  
550 Rice Street  
St. Paul, MN 55103 (651-228-9955)  
Fax (651-292-9417)

WomenVenture  
Beverly Gonzalez  
2324 University Avenue  
St. Paul, MN 55114 (651-646-3808, ext. 148)  
Fax (651-641-7223)

**WORKFORCE CENTERS**

Anoka County WorkForce Center  
Anoka County Human Services Bldg.  
1201 - 89<sup>th</sup> Ave. NE, Suite 230  
Blaine, MN 55434 (763- 785-4800)  
Fax (763-785-6499)

Dakota County-Western Area WorkForce Center  
14551 County Road 11  
Burnsville, MN 55337 (952-997-4850)  
Fax (952-895-7660)

Hennepin County South WorkForce Center  
4220 west Old Shakopee Road  
Bloomington, MN 55437 (952-346-4000)  
Fax (952-346-4042)

Hennepin North WorkForce Center  
7115 Northland Terrace, Suite 100  
Brooklyn Park, MN 55428 (763-536-6000)  
Fax (763-536-6001)

Minneapolis Casual Labor Office  
2727 Central Ave. NE  
Minneapolis, MN 55418  
(612-790-6402)  
Fax (612-520-3522)

**EMPLOYMENT RECRUITMENT SOURCES**  
**APPENDIX A - (Page 3)**

**MEDIA**

**Periodicals/Newspapers**

Asian American Press  
Nghì Huynh  
417 University Avenue  
St. Paul, MN 55103 (651-224-6570)  
Fax (651-224-7032)

Insight News, Inc.  
Front Desk  
1815 Bryant Avenue No.  
Mpls., MN 55411 (612-588-1313)  
Fax (588-0048)

La Presna  
Mario Durate  
417 University Avenue  
St. Paul, MN 55103 (651-224-0404)  
Fax (651-224-0098)

Minneapolis Spokesman  
Wallace Jackman  
3744 – 4<sup>th</sup> Avenue So.  
Mpls., MN 55409 (612-827-4021)  
Fax (827-0577)

Minnesota Woman's Press  
Kathy Magnuson  
771 Raymond Avenue  
St. Paul, MN 55114 (651-646-3968)  
Fax (651-646-2186)

The Circle  
Missa Rostman  
3355 – 36<sup>th</sup> Avenue So.  
Mpls., MN 55406 (612-722-3686)  
Fax (612-722-3773)

**Radio Stations:**

KMOJ Radio  
Vusumuzi Zulu  
501 Bryant Avenue No.  
Mpls., MN 55405 (612-377-0594)  
Fax (377-6919)

KFAI  
Denise Mayote  
1808 Riverside Avenue  
Mpls., MN 55454 (612-341-3144)  
Fax (341-4281)

**SCHOOLS**

**Technical/Vocational Schools**

Minneapolis Community & Technical College  
Lucy Kennedy  
1501 Hennepin Avenue So.  
Mpls., MN 55403 (612-359-1410)  
Fax (359-1409)

St. Paul Technical College  
Curt Groth/Roberto Acosta  
235 Marshall Avenue  
St. Paul, MN 55102 (651-221-1384)  
Fax (651-221-1416)

Minnesota School of Business  
Sally Hively  
1401 West 76<sup>th</sup> Street #500  
Richfield, MN 55423 (612-798-3732)  
Fax (861-5548)

**SCHOOLS**

**Colleges/Universities**

Augsburg College  
Center for Service Work & Learning  
Lynda Olson  
2211 Riverside Avenue  
Mpls., MN 55454 (612-330-1167)  
Fax (330-1606)

Macalester College  
Multicultural Affairs  
1600 Grand Avenue  
St. Paul, MN 55105 (651-696-6258)  
Fax (651-696-6689)

African American LRC  
Rm. 315 Science Classroom Bldg.  
University of MN  
222 Pleasant Street SE  
Mpls., MN 55455 (612-625-1363)  
Fax (625-0821)

Asian/Pacific Islander LRC  
Rm. 306 Walter Library, University of MN  
117 Pleasant Street SE  
Mpls., MN 55455 (612-624-2317)  
Fax (625-0821)

**EMPLOYMENT RECRUITMENT SOURCES  
APPENDIX A - (Page 4)**

**SCHOOLS** - continued  
**Colleges/Universities**

Chicano/Latino LRC  
Rm. 339 Walter Library, University of MN  
117 Pleasant Street SE  
Mpls., MN 55455 (612-625-6013)  
Fax (625-0821)

American Indian Center for Excellence  
125 Fraser Hall, University of MN  
106 Pleasant Street SE  
Mpls., MN 55455 (612-624-2555)  
Fax (626-7840)

GLBT Programs Office  
Student Diversity Institute  
340 Coffman Union, University of MN  
300 Washington Avenue SE  
Mpls., MN 55455 (612-626-2324)  
Fax (626-0909)

**Student/Career Development**

Inroads – Minneapolis/St. Paul  
Alberder Gillespie  
2550 University Avenue W., Suite 435 So.  
St. Paul, MN 55114 (651-644-4406)  
Fax (651-649-3032)

**Civic/Public Organizations:**

Asian American Chamber of Commerce  
Nghi Huynh, 417 University Avenue West  
St. Paul, MN 55102 (651-224-6570)  
Fax (651-224-7032)

Chicano Latino Affairs Council  
Margarita Zalamea, 555 Park Avenue, Suite 408  
St. Paul, MN 55103 (651-296-9587)  
Fax (651-297-1297)

Council of Black Minnesotans  
Lester Collins, Wright Bldg., Suite 426  
2233 University Avenue West  
St. Paul, MN 55103 (651-642-0811)  
Fax (651-643-3580)

Disability Council  
Clell Hemphill, Metro Square Bldg.  
121 East 7<sup>th</sup> Place, Suite 107  
St. Paul, MN 55101 (651-296-6785)  
Fax (651-296-5935)

**Civic/Public Organizations** - continued

Indian Affairs Council  
Joe Day  
1450 Energy Park Drive Suite 140  
St. Paul, MN 55108 (651-643-3032)  
Fax (651-643-3077)

Minnesota Indian Chamber of Commerce  
Will Antel  
Colonial Warehouse Bldg., Suite 567  
212 – 3<sup>rd</sup> Avenue No.  
Mpls., MN 55401 (612-333-0500)  
Fax (333-0330)

**Professional Organizations**

American Indian Business Development Corp.  
Theresa Carr, 1433 East Franklin Avenue  
Mpls., MN 55404 (612-870-7555)  
Fax (870-0327)

American Indian Science & Engineering Society  
University of Minnesota  
125 Fraser Hall, 106 Pleasant Street SE  
Mpls., MN 55455 (612-624-2555)  
Fax (626-7840)

Minnesota Hispanic Bar Association  
Juan Hoyos, P.O. Box 1788 Pioneer Station  
St. Paul, MN 55101 (651-953-6087)

Minnesota Nurses Association  
Vickie Besmer – or – Sue Noer  
1295 Bandana Blvd., Suite 140  
St. Paul, MN 55108 (651-646-4807)  
Fax (651-647-5301)

National Association of Blacks in Criminal  
Justice - Rex Marshall  
1807 Elliot, Apt 2A  
Mpls., MN 55404 (612-871-5915)  
Fax (871-5915)

National Assoc. of Women Business Owners  
(NAWBO), 4248 Park Glen Road  
St. Louis Park, MN 55416 (612-927-8781)  
Fax (929-1318)

## APPENDIX B

**INSTRUCTIONS: RE-TYPE ON COMPANY LETTERHEAD FOR MAILING & SUBMIT TO P/CS, WITH THE AA PLAN, COPIES OF THE LETTERS SENT TO ALL UNIONS REPRESENTING A COMPANY'S EMPLOYEES. IF THE COMPANY IS NON-UNION, INDICATE THIS AT THE TOP OF THIS PAGE, AND SIGN AND DATE APPENDIX B.**

**NOTE - THIS LETTER IS NOTIFICATION LETTER TO THE COMPANY'S UNIONS THAT THE COMPANY IS A HENNEPIN COUNTY CONTRACTOR. IT IS NOT INTENDED AS A LETTER TO RECRUIT EMPLOYEES FOR POSITIONS WITH THE COMPANY.**

Dear Union Representative:

In compliance with Hennepin County's Equal Employment Opportunity/Affirmative Action Policies, we, as a County contractor, have agreed to take affirmative action to ensure our employees and applicants for employment are not discriminated against in employment or application because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.

Our company has also agreed to:

1. Post nondiscrimination notices in conspicuous places available to employees and applicants for employment.
2. State that we are an Equal Employment Opportunity/Affirmative Action Employer in media advertising and on our stationery, where reasonably possible.
3. Provide a notice to each of our labor unions advising the labor union or worker's representative of our commitments to Hennepin County's Equal Employment Opportunity/ Affirmative Action Policies.
4. Furnish all information and reports required by Hennepin County and permit access to books, records and accounts by Hennepin County for purposes of investigation to determine compliance.
5. Assure Hennepin County that labor unions representing our employees:
  - a. Conduct their business in a nondiscriminatory manner, by referring minorities and females for employment, as requested by us.
  - b. Include a protected class nondiscrimination clause in each labor union agreement.
  - c. Ensure the union grievance process adequately represents each of the classes protected by Hennepin County's Equal Employment Opportunity/Affirmative Action Policies.
  - d. Review collective bargaining agreements to eliminate barriers to Equal Employment Opportunity.
  - e. Review seniority clauses in union contracts to ensure that they are nondiscriminatory and do not have a discriminatory effect.

To meet the requirements set forth, we ask for your participation in helping us fulfill our commitment to Hennepin County's Equal Employment Opportunity/Affirmative Action Policies.

Yours truly,

Company President/CEO